

Hayward Area Recreation and Park District

Employment Opportunity

Clerical Aide II

\$11.33-\$14.46 per hour (DOE)

Part-time up 20 hours per week

THE POSITION

Under general supervision of the Recreation Supervisor the Clerical Aide II maintains program files, compiles budget information, prepares promotional items and other clerical duties as assigned. The job is located at the Castro Valley Community Center. Hours vary.

EXAMPLE OF DUTIES

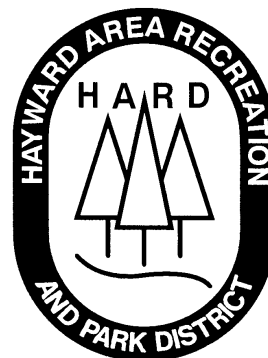
- Preparing and emailing instructors class lists, preparing instructor payments and maintaining a schedule of class start and end dates
- Entering brochure data into our CLASS® computer program
- Requesting quarterly class information from instructors via email
- Entering budget information into Excel spreadsheets and preparing reports for the supervisor
- Preparing press releases and program flyers and distributing
- Complete required reports and program evaluations.
- Return of communication via phone and email
- Operate a copy machine, collate and assist in proofreading material and statistical tabulations for accuracy.
- Encourage and maintain positive public relations.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- At least 18+ yrs old
- Experience as an administrative assistant or related field.
- Working knowledge of Microsoft Word, Excel and Outlook.
- Ability to file material alphabetically and chronologically
- Access to reliable transportation.
- Command of the English language
- Ability to prepare business letters and emails

KNOWLEDGE AND ABILITIES

- Ability to work independently with minimum supervision.
- Strong organizational and communication skills.
- Strong Customer service skills
- Ability to prioritize work assignments and prepare reports of progress to supervisor
- Experience preparing press releases and promotional flyers
- Experience producing e-newsletters (Constant Contact) a plus.
- Experience using CLASS® Program Registration and Maintenance modules a plus.



Important Information

- **DEADLINE for applications: January 31, 2012**
- To apply complete a H.A.R.D. application and return via mail or drop off. Faxed applications are not accepted.
- Current HARD employees – submit resume and letter of interest.
- Applications can be picked up and delivered to:
H.A.R.D. Attn: Jean Clark
1099 "E" Street
Hayward, CA 94541
Or download from our website www.haywardrec.org
- **REASONABLE ACCOMODATION**
Applicants with disabilities may request reasonable accommodation throughout the selection process by contacting Hayward Area Recreation and Park District prior to the final filing date.
- **For additional information please contact Supervisor Jean Clark at (510) 888-0117 or claj@haywardrec.org.**

Licenses, Certificates and other Requirements for the position:

- Proof of U.S. residency.
- Preferable to possess a valid California Drivers License or have ability to obtain reliable transportation
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory background check including and not limited to fingerprinting.

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER